

Department of Health and Family Services
Division of Children and Family Services

To: County Human and Social Service Directors
DCFS/Bureau of Milwaukee Child Welfare
DCFS/Bureau of Programs and Policies
DHFS/DMT Bureau of Fiscal Services
DHFS/OSF Area Administration
DOC/Division of Juvenile Corrections
eWiSACWIS Project Team

From: DCFS/Office of Policy Evaluation and Planning

Subject: eWiSACWIS Placement Documentation Manual

***eWiSACWIS Program
Operations Memo***

No: 2004-01
Date: June 8, 2004

Topic Areas: Placement and AFCARS

Effective Date: July 1, 2004

Purpose: The purpose of this memo is to provide direction to WiSACWIS users regarding documentation of child placement information in eWiSACWIS.

Overview of eWiSACWIS Placement Documentation Manual

Attached is the eWiSACWIS Placement Documentation Manual presented at the eWiSACWIS Program Activity and Technical Activity Workgroups (PAW/TAW) meeting in Wausau on May 20, 2004. The manual provides direction regarding why, when and how specific placements are to be documented in eWiSACWIS. Guidance presented in the manual is based on federal Adoption and Foster Care Analysis Reporting System (AFCARS) requirements and will support state and county ability to monitor placement activity and outcomes.

The manual has two main components as follows:

- Narrative - Overview, Definitions, and Placement Setting Requirements
- How Do I Guides - Technical Direction for Data Entry Requirements

The eWiSACWIS Placement Documentation Manual is published on the eWiSACWIS Knowledge Center website at http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/plcm_manual.htm.

We very much appreciate your continuing efforts to use eWiSACWIS to serve and improve the quality of documentation regarding the services provided and the outcomes achieved for these children and families.